

Director - IQAC

accepted

VC
For perusal.
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4/5/13

MINUTES OF IQAC MEETING HELD ON 23/04/2013

The Vice-Chancellor (Chairman IQAC) welcomed all the members to the meeting.

The Director IQAC placed the Action Taken report of the last meeting.

- ATR of last meeting


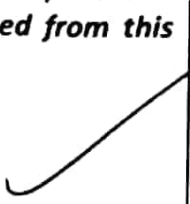

Resolution 1: The meeting resolved that compulsory internships for Integrated(science) programs and B.Tech programs be made a part of the course curricula.	<i>B.Tech already has a compulsory internship. The committee gave guidelines for Integrated science programs and the COE informed that internship for MSc(integrated) has been passed in the Academic Council and has been notified.</i>
Resolution 2: Regarding deputing faculty to industry, the meeting resolved that policy guidelines need to be framed to ensure smooth implementation.	<i>The committee could not frame guidelines so far. Resolved that Prof. M. Bhuyan of IIP cell be requested to take initiative.</i>
Resolution 3: The IQAC members discussed about research output and it was resolved that every semester stock taking be done.	<i>Dean (R&D) has begun the exercise and has covered three schools so far. It was felt that instead of every semester, the exercise be done once a year. The annual report be placed before the Vice-Chancellor in the month of January every year.</i>
Resolution 4: The members discussed on quality of publications and felt that the existing API does not discriminate between impact factors journal publication and journals having no impact factor. This needs to be looked into and IQAC was requested to forward these observations to the committee dealing with API in the university.	<i>This has not yet been done. IQAC and API committee requested to have a sitting as soon as possible.</i>
Resolution 5: The meeting resolved that Head, Computer Centre be requested to send proposals for purchase of a couple of more servers.	<i>Request sent to Head, Computer Centre. Follow up to be done.</i>
Resolution 6: The meeting resolved to request the university authority to permit creation of separate bank account for each project fund, to be maintained by the university. Keeping in mind that all banks are computerized, this should not create any difficulty for the university or the banks.	<i>The Vice-Chancellor informed the house that all project related funds are now being kept in a current account which does not earn any interest. For fund status the PI's are requested to contact the FO.</i>
Resolution 7: On purchase of equipment for funded projects, the meeting resolved to request Dean (R&D) to initiate measures to expedite the purchase procedure.	<i>Dean (R&D) informed the house that PI's can now begin the tendering process without waiting for the funds to actually be transferred to TU account from the sponsoring agency's account. This will reduce some amount of time.</i>

OFFICE OF THE VICE-CHANCELLOR

TEZPUR UNIVERSITY

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07 MAY 2013

<p>Resolution 8: The meeting resolved that Dean (Science), Dean(R&D) and Director (Sophisticated Instruments) be requested to investigate into problems associated with maintenance and use of sophisticated instruments and offer probable solutions to the university authority.</p>	<p>Problems related to the sophisticated instruments have been looked into.</p> 
<p>Resolution 9: Welcoming the Vice-Chancellor's initiative in getting student feedback analysed, the members opined the following:</p> <ul style="list-style-type: none"> Feedback sought should be qualitative as well as quantitative. The qualitative part will prove to be more useful in improving classroom delivery. The IQAC was requested to revise the existing feedback form and design a new one. 	<p>Feedback was sought from all faculty via email. The revised form, based on inputs received, was placed before the house. It was accepted and resolved that the new form be used from this semester onwards.</p> 
<p>Any other matter: Members wanted clarification on what was being done to remove stray dogs from the campus.</p>	<p>Dog lifting is taking place. The dogs are tranquilized and carefully transported out of the campus.</p> 

The meeting then moved to other agenda items. After due discussion and deliberation, the following resolutions were adopted.

- **Resolution 1:**

Regarding deputing faculty to industry, the meeting resolved that policy guidelines need to be framed to ensure smooth implementation. The earlier committee could not frame guidelines so far. Resolved that Prof. M. Bhuyan of IIP cell be requested to take initiative.

- **Resolution 2:**

The inputs received from new guardians in terms of their expectations were discussed and resolved that the relevant contents be sent to the concerned authority.

- **Resolution 3:**

The Director IQAC mentioned that feedback forms were sent out to guardians of final year students last year, but the response has been very poor. The house felt that it should be tried out again this year and IQAC requested to do the needful.

- **Resolution 4:**

The university does not have a formal mechanism for seeking feedback from recruiters. It was resolved that Training & Placement cell be requested for placement related feedback and Alumni President be requested for feedback from the workplace.

- **Resolution 5:**

The house resolved that IQAC be give a larger office space and also that a Joint / Deputy Director be appointed to assist the Director IQAC.

• Resolution 6:

Resolved that ~~An~~ Academic Administrative Audit be conducted this year. The comprehensive report that is being prepared for the future NAAC re-assessment be used for the AAA.

• Details of programs organised by IQAC

Director IQAC presented the activities conducted by IQAC during April 2012 to March 2013.

Two meetings were held during the financial year April 2012 to March 2013.

Five workshops were organized by IQAC for faculty, staff and students

- In collaboration with Tata Consultancy Services, Kolkata, a half day program on ERP and ORACLE (An Overview) was organized for faculty and staff on 13 June 2012.
- Two student mentoring programs were held during February 21 – 23 and March 20 – 31
- Workshop for faculty on soft skills held on 15 March 2013
- Workshop for faculty on research issues held on 19 March 2013

• Update by the Vice-Chancellor

The Vice-Chancellor presented updates about the university. He informed that the School of Education has been approved and will function from the next academic year. The existing library as well as the gymnasium cum student activity centre is being extended to cope with increasing students. There is a proposal for a full-fledged shopping complex. A new Amenity Center, located at the hostel junction, will become operational very soon.

(2014-15)

In the context of academic reforms, a new format of continuous evaluation system was introduced this semester. Four tests of 20 marks, one test of 25 marks, two tests (assignments, projects, lab etc.) of 25 and 30 marks, followed by an end term exam of 40 marks was implemented i.e. a total of 8 exams per paper in the semester. Later a 20 marks test was dropped and it was decided to have end term exam of 60 marks instead.

The meeting ended with a vote of thanks from the chair.

